



Home Improvement Ministries

209 Burlington Road, Suite 105
Bedford, MA 01730
781-275-6473
www.HIMweb.org

SPEAKING ENGAGEMENT AGREEMENT

1. Date(s) of Event: _____
2. Church/Group/Organization: _____
3. Type of event: _____
4. Contact Person: _____
(name) (phone) (email)
5. Mailing Address: _____
6. Location of event: _____
7. Starting time(s) and length(s) of each speaking session(s) _____
8. Starting time of event: _____
9. What is the make-up of the group? _____
10. How many attendees do you expect? _____
11. What is appropriate dress for us? _____
12. Anything we should be aware of that is particular to your group?
13. Arrival & Departure Information:
 - a. When do we need to arrive? _____
 - b. Where do we need to arrive? _____
 - c. What airport should we fly into? _____
 - d. How far is the drive to/from the airport? _____
 - e. When are we free to depart from your location? _____
 - f. Will you pick us up at the airport, or should we rent a car? Pick-up _____ Car rental _____
If pick-up, name of person picking us up: _____ Cell Phone # _____
 - g. If your location is within three hours of us, we are willing to drive. Give directions here:

10. Are you in agreement with the reimbursement of expenses outlined in the *Speaker Information Form*? _____

11. What is your budgeted Honorarium? _____

12. Do you agree to the Terms of Cancellation? _____

13. Do you need a biographical sketch for publicity purposes? _____

14. Do you need a black and white photo for publicity purposes? _____

15. Will you have an area available for us to display and sell books and other resources? _____

Address we should ship books ahead to: _____

PLEASE NOTE: Our speaking engagement is NOT confirmed until we receive back this completed *Speaking Engagement Agreement* form from you and we return to you the signed agreement.

I agree to the above arrangements and commitments:

Engaging party

Date

Paul and Virginia Friesen

Date

If you have questions about any of the above, please ask. We believe that clear communication will help us to minister best together. We are looking forward to working together with you for the glory of the Lord.

**Please return this as soon as possible to:
Home Improvement Ministries, 209 Burlington Road, Suite 105, Bedford, MA 01730**

(Please do not write below this line.)

____ Airline booked Airline _____ Confirmation # _____

____ Rental car booked Company _____ Confirmation # _____

Number in attendance _____ Expenses Reimbursed: \$ _____

Miles driven: _____ Honorarium Paid: \$ _____

Miles flown: _____ Book Sales: \$ _____

Notes: